



November 5, 2020

Donna Son, Interim CEO  
Mike Sibley, Peer Review Committee Chair  
Paul Brown, Director of Technical Services  
Florida Institute of Certified Public Accountants  
3800 Esplanade Way, Suite 210  
Tallahassee, FL 32311

Re: Oversight of Florida Institute of Certified Public Accountants

Dear Ms. Son, Mr. Sibley, and Mr. Brown:

I have attached the report and letter on the oversight that I performed primarily on July 30 and September 1–2, 2020. Please review the oversight documents with the peer review staff and prepare a response to the observations using exhibit 1-8 from the *AICPA Peer Review Program Oversight Handbook* as a guide. If there were no specific observations requiring a response, please prepare a brief letter acknowledging the oversight using exhibit 1-9 from the oversight handbook as a guide. Your response for review and comment should be submitted to me prior to submitting the response to the Oversight Task Force. Please address your letter to Brian Bluhm, Chair of the Oversight Task Force and email it to Andrew Volz, AICPA Peer Review Manager, no later than 90 days from the date of this letter.

If you have any comments or suggestions to be communicated to the AICPA Peer Review Board (board), please prepare a letter to the AICPA Oversight Task Force using exhibit 1-10 from the oversight handbook as a guide. This is important as your suggestions enable the board to identify problems and concerns, to provide consultation, and to provide additional guidance as needed on a national basis.

If you have any questions, please contact Andrew Volz at [andrew.volz@aicpa-cima.com](mailto:andrew.volz@aicpa-cima.com) or (919) 402-2319.

Sincerely,

A handwritten signature in blue ink that reads "Richard W. Hill".

Richard W. Hill, Member, Oversight Task Force  
AICPA Peer Review Program

Enclosures

cc: Brian Bluhm, Chair, Oversight Task Force

## Oversight Visit Report

September 2, 2020

To the Florida Institute of Certified Public Accountants Peer Review Committee

We have reviewed the Florida Institute of Certified Public Accountants' administration of the AICPA Peer Review Program (program) as part of our oversight program. The Florida Institute of Certified Public Accountants is responsible for administering the program in Florida. Our procedures were conducted in conformity with the guidance established by the AICPA Peer Review Board (board) as contained in the *AICPA Peer Review Program Oversight Handbook*.

**Administering Entity's Responsibility**

The administering entity is responsible for administering the AICPA Peer Review Program in compliance with the *AICPA Standards for Performing and Reporting on Peer Reviews*, interpretations, and other guidance established by the board.

**Oversight Task Force's Responsibility**

Our responsibility is to determine whether (1) administering entities are complying with the administrative procedures established by the board, (2) the reviews are being conducted and reported upon in accordance with the standards, (3) the results of the reviews are being evaluated on a consistent basis by all administering entity peer review committees, and (4) information disseminated by administering entities is accurate and timely.

**Conclusion**

Based on the results of the procedures performed, we have concluded that the Florida Institute of Certified Public Accountants has complied with the administrative procedures and standards in all material respects as established by the board.

As is customary, we have issued a letter of oversight visit procedures and observations that details the oversight procedures performed and sets forth recommendations that were not considered to be of sufficient significance to affect the conclusions expressed in this report.



Richard W. Hill, Member, Oversight Task Force  
AICPA Peer Review Program



September 2, 2020

To the Florida Institute of Certified Public Accountants Peer Review Committee

We have reviewed Florida Institute of Certified Public Accountants' administration of the AICPA Peer Review Program as part of our oversight program and have issued our report thereon dated September 2, 2020. That report should be read in conjunction with the observations in this letter, which were considered in determining our conclusions. The observations described below were not considered to be of sufficient significance to affect the conclusions expressed in that report.

The oversight was conducted according to the procedures in the *AICPA Peer Review Program Oversight Handbook*. An oversight program is designed to improve the administering entity's administration of the AICPA Peer Review Program through feedback on its policies and procedures, and to provide resource assistance from an AICPA Peer Review Board Oversight Task Force member on both technical and administrative matters.

In conjunction with the oversight of the Florida Institute of Certified Public Accountants, the administering entity for the program, conducted primarily on July 30 and September 1–2, 2020, the following observations are being communicated.

### **Administrative Procedures**

On September 1, 2020, I met with the Director of Technical Services to review the program's administration. I believe the administrative processes were being handled in a manner consistent with peer review standards.

I reviewed the timeliness of the preparation of committee decision letters. I noted no problems in these areas.

I also reviewed the policies and procedures for granting extensions. I found that the Director of Technical Services handles extension requests with discussion from the committee when the circumstances warrant. The administering entity has developed a backup plan to support the administrators and technical reviewers if they become unable to serve in their respective capacities.

According to discussions with the Director of Technical Services, I found compliance with the working paper retention policies for completed reviews.



I met with the Director of Technical Services to review the administering entity's procedures to determine if the information disseminated regarding the AICPA Peer Review Program by the administering entity on their website is accurate and timely.

After the AICPA staff's review of the website material, I noted that the administering entity maintains current information as it relates to the peer review program. In addition, the administering entity has an individual who is responsible for maintaining the website and monitors the website periodically to ensure peer review information is accurate and timely.

### **Technical Review Procedures**

On September 1, 2020 I met with the technical reviewer who performs a substantial number of the technical reviews, to discuss procedures. I determined that the technical reviewers met the qualifications set forth in the guidance.

I reviewed the reports, letters of response, if applicable, and the working papers for several reviews. I believe the review issues were addressed properly by the technical reviewers before reviews were presented to the committee. This helped the acceptance process to be effective and efficient.

The technical reviewers were available during the RAB meeting I observed to answer any questions that arose.

### **CPA on Staff**

Administering entities are required to have a CPA on staff by January 1, 2021. The Oversight Task Force approved a waiver for this requirement for the Florida Institute of Certified Public Accountants and the Director of Technical Services is the designated individual for managing the program.

On September 1, 2020 I met with the Director of Technical Services and discussed their procedures for monitoring the program.

I reviewed the annual confidentiality agreements from all administering entity staff associated with peer review. I noted that all confidentiality agreements had been obtained and signed by the staff involved with the peer review program administration.

I discussed the policies and procedures designed to maintain objectivity and skepticism to mitigate familiarity threat and safeguards that had been implemented while considering the results of the peer reviews.

### **RAB and Peer Review Committee Procedures**

On July 30, 2020, I observed a meeting of a report acceptance body (RAB), and the meeting was orderly. I observed the committee's acceptance process and offered my comments at the close

of discussions. It was apparent that the committee members had reviewed the reports and working papers prior to the meeting and had a good understanding of the program to reach an appropriate decision for each review.

Appropriate decisions were made in the acceptance process.

On September 1, 2020 I met with the committee chair and discussed their procedures for disseminating the comments resulting from RAB observation reports to the appropriate individuals.

On September 2, 2020, I attended the peer review committee meeting.

### **Oversight Program**

The Florida Institute of Certified Public Accountants' peer review committee has adopted a formal oversight program that is well documented. I reviewed the document and procedures performed and found it to be comprehensive.

### **Summary**

There are no further observations to be communicated to the Florida Institute of Certified Public Accountants.

A handwritten signature in blue ink that reads "Richard W. Hill". The signature is written in a cursive style.

Richard W. Hill, Member, Oversight Task Force  
AICPA Peer Review Program